

**HUMAN RESOURCES  
ATSUGI SATELLITE OFFICE**

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**한국인 직원 모집 안내**  
*Korean National Job Opportunities*

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**ANNOUNCEMENT NUMBER:** KN-163-09

**TITLE-SERIES-GRADE:** CASHIER-CHECKER, KGS-2091-03

**SALARY:** KGS-4: Between 7,640 and 10,094 Won per Hour

**OPENING DATE:** 04-01-2009

**CLOSING DATE :** 04-14-2009

**ORGANIZATION:** MWR Department, Commander Fleet Activities  
Chinhae Korea PSC 479 FPO AP 96269-1100

**DUTY LOCATION:** Chinhae, Korea

**TOUR OF DUTY:** 40 hours per week

**AREA OF CONSIDERATION:**

All current USFK KN employees and outside KN applicants.

**NOTE:** Full performance level KGS-03.

**MAJOR DUTIES:**

Serves as cashier in a food or retail sales store where a large variety of commodities and/or food are sold and where the cashier is responsible for a small department or one commodity. Checks items purchased by customers and determines the total bill, either mentally or by using a cash register. Checks identification of customers, as required, verifying signatures. Receives and examines cash from customers, places it in a register and makes changes as necessary. Receives change fund from store or food activity manager, counts and places in cash register. Maintains sales registers and any other accounts or lists necessary. Prepares clerk's reports at closing time, showing the type of cash and total amount received and turns cash and necessary reports over to the manager. Replenishes stocks and displays merchandise in accordance with predetermined display methods. May participate in conducting inventories. Serves as counter clerk as required. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**a. EXPERIENCE**

Six (6) months of general experiences.

GENERAL EXPERIENCE is includes progressively responsible work which indicates ability to acquire the KSAs needed to perform the duties of the position to be filled.

b. ENGLISH LANGUAGE COMPENTENCY: 1. The American Language Course Placement Test (ALCPT) score of 60% is required. 2. The passing score of former English Language Proficiency Test ("B" series) may be substituted for ALCPT requirement. 3. The TOEFL score of 450 (or 133 on the computer based test) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants indicate the TOEFL/TOEIC score on the application (item #17) and submit official copies of the test score. TOELF and TOEIC scores are valid for two years from the exam date. Within 3 workdays of notification of tentative selection the selected individual must provide one of the above documentation. Failure to provide this information will result in the applicant being considered not qualified.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:**

Successfully completed education above the high school level in a ROKG authorized or recognized college, university, business, technical, or secretarial school may be substituted for the experience required at grades KG-3 through KGS-4.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA) HIGHLY QUALIFYING CRITERIA:**

1. Knowledge of general (basic) cash handling procedures.
2. Skills in math (i.e., addition, subtraction, multiplication, division).
3. Abilities to operate office machines such as a coin counter, calculator, and copy machines & ability to work irregular schedule daily, between the hours of 1030-2400 Sunday-Thursday and 1030-0200 Friday & Saturday, and holidays.

**EMPLOYMENT CONSIDERATION PREFERENCE:**

Placement preference will be applied IAW USFK 690-1 using priority groups in descending order (Priority 1 – Highest to Priority 9 – Lowest).

1. All current USFK KN employees (Korea-wide).
2. Outside Korean National applicants.

**HOW TO APPLY:** Read and comply with all instruction. Failure to do so could result in disqualification and not getting referred for consideration. Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentations (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc). It is imperative that each item of the application be accurately and completely filled in and the application Must be signed (Signature) and dated. Applications submitted via mail should be addressed to: COMMANDING OFFICER, COMFLEACT CHINHAE, ATTN: HUMAN RESOURCES OFFICE, PSC 479, FPO AP 96269-2100. Applications using US Government indicia envelopes, faxed or sent via email will not be accepted and will not receive consideration. **Applications that are not completed correctly, faxed, received after closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hangul must be translated into the English language and translation submitted along with the application. Applications not received at the above address by close of business on the closing date of the announcement, due to failure of the Korean or US Postal Service or distribution**

system will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.

**EMPLOYMENT POLICY:** It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment or promotion within USFK, Nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately the Servicing Specialist, HRO Atsugi Satellite Office at DSN 264-3421.

**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact the Human Resources Korea Support Office at DSN: 762-5253/5252. If unable to reach a HRO representative please contact the Human Resources Satellite Office, Atsugi at DSN 264-3421 or via email at Dorothy.Whilden@fe.navy.mil.